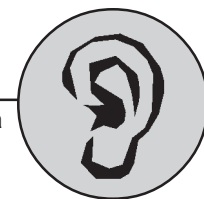


EMPLOYEE ASSISTANCE PROGRAM - 2004



Administered by APS Healthcare • 1-800-999-1077 or 443-1127 in Helena • www.apshealthcare.com

Covered Services

Short-term Services
Counseling
Legal and Financial Consultations

Long-term Services
Counseling
Psychiatric Services
Chemical Dependency Services

Costs

- Free
- Free
- 25% with APS referral
- 25% with APS referral
- 25% with APS referral

Annual Maximums

- 4 visits per issue
- 40 outpatient visits
- 40 outpatient visits
- 40 outpatient visits

GENERAL INFORMATION

WHO IS ELIGIBLE?

The Employee Assistance Plan is an add-on benefit for all state employees enrolled in a medical insurance plan. There is no separate premium for this plan, and it includes all dependents living in your household.

SHORT-TERM BENEFITS

You or your dependents are entitled to four free visits per issue each year with a counselor who holds a Master's Degree or higher. All visits are completely confidential. APS counselors advise plan members in areas such as money management, grief, coping with stress, family difficulties, and work-related issues. If you are in a crisis situation or just want to talk to someone quickly and confidentially, call APS anytime.

APS also offers free legal consultations and referrals, free financial consultations, case management, maternity management, hospitalization notification, supervisor and work unit training. To access any of those services, call APS. To learn more about these benefits, check out the web site at www.discoveringmontana.com/doa/spd/css/benefits/eap.asp

LONG-TERM BENEFITS

If a plan member involved in short-term counseling needs a higher level of care or long-term counseling, APS will initiate a referral for the appropriate care. See your medical plan for coverage of longer-term services such as psychiatric care, chemical dependency, and longer-term counseling.

Plan members will receive a better benefit for outpatient visits when they first obtain an APS referral.

By utilizing these services provided by APS at no direct cost to the member, the plan also experiences cost savings, which are ultimately passed on to all of the plan participants.

MANAGED CARE MEMBERS

Managed care members do not need a referral to use APS for short-term counseling needs. Please contact your plan administrator to determine referral requirements prior to receiving long-term benefits.

HELP IS HERE!

For crisis counseling, or to make an appointment, call APS at

1-800-833-3031

(24 hours a day, 7 days a week)

Helena residents may call

443-1127

(weekdays, 8 a.m. to 5 p.m.)